

## 2003 REPORTING SCHEDULE for POLITICAL COMMITTEES

REPORTING REQUIREMENTS CONTINUE IN EFFECT UNTIL A FINAL REPORT IS FILED

**This schedule applies to ALL Political Committees on file and registered with the Virginia State Board of Elections.**

<i>REPORT DUE</i>	<i>ACTIVITY BEGINNING</i>	<i>ACTIVITY ENDING</i>
JANUARY 15, 2003	NOVEMBER 29, 2002	DECEMBER 31, 2002
FEBRUARY 24, 2003	JANUARY 1, 2003	FEBRUARY 21, 2003
APRIL 28, 2003	FEBRUARY 22, 2003	APRIL 25, 2003
MAY 27, 2003	APRIL 26, 2003	MAY 21, 2003
OCTOBER 27, 2003	MAY 22, 2003	OCTOBER 22, 2003
DECEMBER 4, 2003	OCTOBER 23, 2003	NOVEMBER 27, 2003
JANUARY 15, 2004	NOVEMBER 28, 2003	DECEMBER 31, 2003

**Political Action or Political Party Committees** that file reports of contributions and expenditures *electronically*, file with the State Board of Elections **ONLY**.

**Political Action Committees** that file reports of contributions and expenditures on *paper forms*, file with the Virginia State Board of Elections **ONLY**.

**Political Party Committees** that files reports of contributions and expenditures on *paper forms*, file with the Virginia State Board of Elections **and** with the local Electoral Board or General Registrar where the committee operates.

No report can be filed prior to the date through which it is required to be complete.

If a political committee has **no activity** during a reporting period, a report must still be filed. In this case, file the one-page cover-sheet indicating "**No Activity**" in the appropriate place. This ensures that the public knows that the committee received no contributions and made no expenditures during the reporting period.

**(OVER)**

## LARGE PRE-ELECTION CONTRIBUTIONS

Report within 24 hours any contribution of **more than \$500** received *between* October 22, 2003 and November 4, 2003. If such contribution is received within 24 hours before November 4, it must be reported by November 3, 2003.

**Political Action** or **Political Party Committees** that report Large Pre-election contributions *electronically*, file with the State Board of Elections **ONLY**.

**Political Action Committees** that report Large Pre-election contributions on *paper forms*, file with the Virginia State Board of Elections **ONLY**.

**Political Party Committees** that report Large Pre-election contributions on *paper forms*, file by fax with the Virginia State Board of Elections **and** with the local Electoral Board or General Registrar where the committee files.

All Large Pre-Election Contributions filed must be included on the committees post- election report, as applicable.

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## SPECIAL ELECTION REPORTING REQUIREMENTS

Political committees (PACs & Political Party Committees) that will have activity pertaining to any **Special election** held on a date other than a regularly scheduled general election, shall file as follows:

### **Pre-election Contributions and Expenditures report**

This report would be due 8 days before the special election and must report activity through eleven days before the special election date.

### **Post-election Contributions and Expenditures report**

This report would be due not later than thirty days after the special election and must report activity through the date that the report is being filed.

### **Large Pre-election Contribution reporting**

Report within 24 hours any contribution more than \$500 received between the eleventh day before any special election and the election day. If the contribution is received within 24 hours before the election date, it must be reported by the day before the election.

If you have questions pertaining to this schedule or other requirements of the *Campaign Finance Disclosure Act*, please visit our website at [www.sbe.state.va.us](http://www.sbe.state.va.us) or contact the Campaign Finance Division of the State Board of Elections. The telephone numbers are 800-552-9745 **or** 804- 786-6551 **or** 804- 786-1364 (fax).